

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Research Center Employees

Date: May 12, 1998

From: Carla L. Gregory *CLG*

Subject: Indian Country within the state of Oklahoma
Notice of Disposal Suspension-May 7, 1998

Attached is a copy of a memorandum from the Philip Morris Legal Department advising to retain records memorializing (1) communications to and from customers located in Indian Country within the state of Oklahoma and (2) volume of dollar values of sales to such customers. Please read the memo carefully, initiate the appropriate actions, and file this memorandum in your Philip Morris USA Records Management manual behind Appendix A with previous suspension notices.

If you have questions about the notice or other records issues, please call me at X42879.

Attachments

DOC CODE: R0070

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